

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 24, 2019**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order at 10:33 a.m. at Rae Anderson's house.

Board Members Participating (*via teleconference) Were:

| | |
|------------------------------|------------------------------|
| Gary Sawkins, President | Rae Anderson, Vice President |
| Stuart Walsworth, Secretary* | Gary Gallagher, Member* |

Owner Elaine Gort was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Approval of the April 27, 2018 and August 31, 2018 minutes was tabled until the next meeting.

III. FINANCIAL REPORT

A. *Balance Sheet and Profit & Loss as of March 31, 2019*

1. Operating Cash - \$25,649
2. Reserve Cash - \$68,910
3. Total Cash - \$94,559
4. Operating – (\$268) deficit mainly due to snow removal.
5. Reserve - \$800 surplus.
6. Overall - \$532 surplus.

Motion: Rae Anderson motioned to accept the financial report as presented. Gary Sawkins seconded and the motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. *Completed Projects*

1. Painted the sign.
2. Repaired the dumpster door. A chain was added and is working well.
3. Notified owners about roof snow load.

V. OLD BUSINESS

A. *Entrance Landscaping*

Elaine Gort reviewed a proposal for improving the landscaping. One year goals included:

1. First Stonehaven Sign – Plant bright annuals below the sign (\$50), fertilize bi-weekly and double the volume or time for irrigating the area.
2. Red Stonehaven Sign Garden – Plant bright annuals, fertilize bi-weekly and mulch (\$500). Maintain irrigation and adjust as appropriate.
3. Area Above Red Stonehaven Sign Wall – Remove scraggly bushes, rearrange plants, add tall grass or remove everything (\$200). Adjust the current irrigation to cover the unwatered area and double the volume or time for this area.
4. North Road Gravel Area with Fire Hydrant – Remove chunks of cement, fill holes, move in larger rocks for interest and plant three low water usage tall grasses (\$200). Add drip irrigation to the three grass plants if possible.

Elaine said her kids would be willing to work hourly on this project. It was noted they would need to sign a liability waiver for the Association if they are going to be paid. Rae Anderson suggested spending the \$1,500 that was saved by eliminating recycling on this work. A new separate line item for HOA Landscape Maintenance should be added to the budget.

Motion: Rae Anderson motioned to budget up to \$1,500 for landscaping around the sign in summer 2019. Gary Gallagher seconded and the motion carried.

VI. NEW BUSINESS

A. *Concrete Inspection*

Action Item: Gary Sawkins and Gary Nicholds will inspect the condition of the concrete.

B. *Landscaping Contract*

Neils Lunceford provided a proposal for landscaping maintenance at a cost of \$12,050. They will extend a 5% discount for payment in full up front. Gary Gallagher noted that the contract indicates it should be signed by April 1st to realize the discount. There should be a process for the future that ensures a decision is made prior to April 1st. Gary Nicholds said the owner of Neils Lunceford agreed to honor the discount after the date and he will make sure the Board has the contract earlier next year.

Motion: Rae Anderson motioned to pay the landscaping contract with Neils Lunceford in full up front to realize a 5% savings. Gary Gallagher seconded and the motion carried.

C. *Irrigation*

Gary Sawkins requested notification when the irrigation system is turned on and when they will be doing the leaf clean-up. He requested that Neils Lunceford provide a presentation on the \$50,000 sprinkler system so the Board has a better understanding and can make a recommendation to the owners. Gary Gallagher commented that Neils Lunceford did the fall leaf clean up before all leaves were on the ground and it should be scheduled later in the fall. He was concerned that contract only references spring raking for the areas around the garages.

Action Item: Gary Nicholds will follow up with the contractor about the spring raking.

D. *Bus Service*

The Highlands would like to have a survey distributed to the Stonehaven owners about establishing bus service to Breckenridge for the neighborhood.

VII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for Thursday, July 11, 2019 at 11:00 a.m. The Annual Meeting will be Friday, September 6, 2019 at 3:00 p.m.

Action Item: Gary Nicholds will check the availability and pricing for the meeting room at the golf Clubhouse.

VIII. ADJOURNMENT

Motion: Rae Anderson motioned to adjourn at 11:36 a.m.

Approved By: _____ Date: _____
Board Member Signature

**STONEHAVEN AT BRECKENRIDGE ASSOCIATION
BOARD OF DIRECTORS MEETING
July 11, 2019**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order by Gary Sawkins at 9:32 a.m. at 25 North Road.

Board Members Participating (*via teleconference) Were:

| | |
|------------------------------|------------------------------|
| Gary Sawkins, President | Rae Anderson, Vice President |
| Stuart Walsworth, Secretary* | Gary Gallagher, Member |

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Rae Anderson moved to approve the April 27, 2018, August 31, 2018 and April 24, 2019 Board Meeting minutes at the next meeting. Gary Gallagher seconded and the motion carried.

III. FINANCIAL REPORT

A. *Balance Sheet and Profit & Loss as of June 30, 2019*

1. Operating Cash - \$23,717
2. Reserve Cash - \$68,944
3. Total Cash - \$92,659
4. Net Income/(Loss) – (\$5,055), which was \$5,747 unfavorable to budget. Snow Removal was \$3,293 unfavorable to budget. Landscaping was \$6,947 unfavorable to budget due to payment of the contract in full up front.

Motion: Gary Gallagher moved to accept the financial report as presented. Rae Anderson seconded and the motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. *Completed Projects*

1. The dumpster doors were repaired and painted.
2. Gary Sawkins and Gary Nicholds inspected the concrete. They found some drains that need to be cleaned out. Gary Nicholds recommended power washing.
3. The big culvert needs to be cleaned out and the silt/growth needs to be removed from the ditch leading to it.
Action Item: Eric Nicholds will try to get a bid.
4. The irrigation was turned on June 12th. Jason Blarjeske was on site when this occurred.
5. The Annual Meeting will be Friday, September 6th at 3:00 p.m.

Action Item: Eric Nicholds will try to reserve a meeting room at Tiger Run for the Annual Meeting. The Frisco Senior Center would be the alternate location.

V. OLD BUSINESS

A. *Dumpster Use*

Stuart Gallagher said there is a lot of cardboard being disposed of in the dumpster. He suggested adding signage on the large doors of the dumpster shed.

Action Item: Eric Nicholds will work on signage.

B. *Bus Survey*

Rae Anderson said she received 18 responses to bus survey. There were 14 in favor, two opposed and two indifferent. She sent the information to her contact at The Highlands.

VI. NEW BUSINESS

A. *Landscape Request from Suzanne Lippitt 26 N. Rd.*

Suzanne Lippitt requested permission to landscape. Gary Nicholds recommended low shrubs or other plants that will not be damaged by snow. Neils Lunceford estimated the cost would be \$2,000 - \$3,000. It is believed Suzanne expects the Association to pay for the work since it is common area. There was some concern among Board members about setting a precedent. The Board agreed they should review the property map to determine which other areas of the property may need work.

Action Item: Gary Nicholds will try to find the plat map and forward a copy to the Board.

Action Item: Suzanne Lippitt will be asked to submit a landscaping plan with costs for Board review.

B. *Tree Trimming/Removal Request from Sabine Wede 64 North Road*

Sabine Wede contacted Gary Nicholds about the overabundance of aspen trees around her house. Some branches are touching the siding and roof. The trees are on common area so the question is who should pay for the work. There are probably other houses with the same situation.

Action Item: The Board will review the governing documents to determine how this situation should be handled.

Action Item: Eric Nicholds will contact Rick Herwehe to request a bid to walk the entire property with a Board representative and mark trees for thinning and pruning.

C. *Annual Meeting*

The term of Janice Verhoeve expires this year. Rae Anderson will approach Elaine Gort about running for the Board.

D. Reserve Study

Gary Sawkins said the Board agreed not to do any concrete repair in 2020. The roads should be sealcoated next year. The cost for the last sealcoating was \$3,800 and there is \$6,000 budgeted. Gary Gallagher said there are two areas where the asphalt is alligating at the intersection of North and South Roads. Those areas may need to be patched.

Action Item: Eric Nicholds will get an estimate for patching and add the cost to the budget for next year.

There is \$70,000 budgeted in 2024 for a complete asphalt overlay, which probably will not be necessary.

E. Investment of Reserves

Gary Sawkins suggested investing \$70,000 for one or two years.

Action Item: Rae Anderson will contact Edward Jones to discuss money market and CD options. Gary Nicholds will email her the contact information for the representative at Charles Schwab. She will send a summary of her findings to the other Board members.

VII. SET NEXT MEETING DATE

The Annual Meeting will be Friday, September 6, 2019 at 3:00 p.m.

VIII. ADJOURNMENT

Motion: Gary Gallagher moved to adjourn at 10:40 a.m. Rae Anderson seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
BOARD OF DIRECTORS MEETING
September 6, 2019**

I. CALL TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order at 4:44 p.m. at the Frisco Senior Center.

II. INTRODUCTIONS

Board Members Present Were:

Gary Sawkins

Gary Gallagher

Rae Anderson

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

III. ELECTION OF OFFICERS

The Board will retain the same Officers.

IV. SET NEXT MEETING DATE

The next meeting date will be set by email.

V. ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

Approved By: _____
Board Member Signature

Date: _____

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
ANNUAL HOMEOWNER MEETING
September 6, 2019**

I. CALL TO ORDER

The Stonehaven at Breckenridge Association Annual Homeowner Meeting was called to order at 3:10 p.m. at the Frisco Senior Center.

II. INTRODUCTIONS

Board Members Present Were:

Gary Sawkins, President

Rae Anderson, Vice President

Gary Gallagher, Member

Homeowners Present Were:

Susan Sawkins

Peter Marcelli

Elaine Gort

David Nicoli

Peter Taylor

Jack Bazler

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

III. QUORUM CONFIRMATION

With properties represented in person and proxies received a quorum of over 25% was confirmed.

IV. APPROVE MINUTES FROM 2018 MEETING

Motion: Rae Anderson moved to approve the August 31, 2018 Annual Meeting Minutes as presented. David Nicoli seconded and the motion carried.

V. FINANCIAL REPORT

A. Financial Report as of June 30, 2019

Gary Nicholds reported that the Balance Sheet reflected an Operating balance of \$23,714 and a Reserve balance of \$68,944 for a Total Checking/Savings balance of \$92,659.

The Profit and Loss as of reflected a \$6,655 net Operating deficit and a \$1,600 net Reserve surplus. The combined surplus was \$5,055. There were overages in Snow Removal, Electricity and Landscape Maintenance.

Motion: Gary Gallagher moved to accept the Financial Report as presented. Rae Anderson seconded and the motion carried.

B. 2020 Budget Approval

There was discussion about adding funding to the Reserve Budget for asphalt repairs, culvert clean out and tree trimming/removal. It was agreed to add \$14,000 for these projects.

Motion: Elaine Gort moved to add \$14,000 to the Reserve Budget for the asphalt repairs, culvert cleaning and tree trimming/removal and to approve the 2020 Budget as amended. Peter Marcelli seconded and the motion carried.

David Nicoli recognized Elaine Gort for the landscaping work she has done around the property and thanked Basic Property Management for putting the chain on the dumpster door and painting the signs.

VI. MANAGEMENT COMPANY REPORT

Gary Nicholds reported on completed and pending projects.

1. Dumpster Shed - A bear got into the dumpster shed last night. Eric Nicholds said it appears someone left a bag of trash behind the dumpster. The bear tore off the door and some siding and appears to have tried to get out through the main doors. Eric cleaned up the trash and made temporary repairs but a contractor will need to do additional work. Since the recycling bins have been removed from behind the dumpster, the side door will be locked once repaired and access will be through the front doors. A reminder will be sent to all owners to put all trash in the dumpster. Owners should inform their rental management companies and guests that trash should not be left outside the dumpster.
2. Trees – Rick Herwehe of Ceres Land Care walked the property to assess the condition of the trees. Eric Nicholds will ask him to provide recommendations for pruning and thinning the trees and provide a cost estimate.
3. Asphalt – There are a couple of areas where the asphalt is cracking. Eric Nicholds has asked A-Peak Asphalt to provide a bid. The repairs will be scheduled next spring.
4. Recycling – Two signs were made with directions to the recycling center in Breckenridge.
5. Drainage. – There is an area where there is drainage from the golf course. Gary Nicholds suggested filling the ditch with rocks and covering them with soil. He will try to get this work done before winter.
6. Pets – Owners were reminded to keep dogs under voice control or on a leash and to pick up after them.
7. Flags – An owner raised a concern about a decorative flag being flown on one deck. Gary Nicholds could not find any language regarding flags in the governing documents. The Board will follow up on this matter.

VII. OLD BUSINESS

A. Landscaping

Neils Lunceford will be asked to provide a proposal for next year. Elaine Gort said the right side of the hill behind the sign is not well irrigated. She requested a proposal to

add another irrigation head for that area. The Board will schedule a meeting with Neils Lunceford in December to discuss the existing irrigation, what needs to be done and how they would propose fixing it. They will be asked if they can provide a map of the system. There was discussion about seeking additional bids from other landscaping contractors for next year.

Motion: Peter Marcelli moved to authorize the Board to proceed as discussed. Elaine Gort seconded and the motion carried.

VIII. NEW BUSINESS

A. *Roof Flashing*

Peter Marcelli said all owners should check the flashing on their roof to prevent leaks. Breckenridge Mountain Homes can provide an inspection.

B. *Painting*

The ARC determines if homes need to be stained. Homes should be stained every three to five years to preserve the siding. A list was created of the homes that the painting contractor feels should be stained. There are prescribed colors and owners need to submit an application to the ARC before staining. Owners can also request approval of a new color.

C. *Bus Transportation*

There will be a Transit Meeting on October 24 to discuss a bus route to the golf course. The owner survey results were 16 in favor, two opposed and two indifferent.

D. *Exterior Lighting*

All homes have the same exterior lighting. Owners might want to discuss bulk replacement so there is continuity throughout the neighborhood. It might be possible to secure discounted pricing. The exterior lights are an individual owner responsibility.

IX. ELECTION OF BOARD MEMBERS

The term of Janice Ver Hoeve expired and she was not running again. There were no nominations from the floor. The Board will appoint an owner to fill the vacancy.

X. ADJOURNMENT

Motion: Gary Sawkins moved to adjourn at 4:43 p.m.

Approved By: _____ Date: _____
Board Member Signature